MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS
International Registration Plan

How to
Add a vehicle to an established fleet

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IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password, Click Here

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.

BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at www.safersys.org. MCS-150s must be updated biennially according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Dr
PO Box 270
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277
Local: 573-751-7100
Fax: 573-751-0916
E-mail: contactmcs@modot.mo.gov

THE ADD VEHICLE SUPPLEMENT REGISTERS ADDITIONAL VEHICLE(S) TO AN ESTABLISHED FLEET

Qualified Vehicle –

- A power unit having 2 axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or
- A power unit having 3 or more axles, regardless of weight, or
- A vehicle used in combination when the weight of such combination exceeds 26,000 lbs.

Trailers –

- Are not required to have apportioned plates, but apportioned plates are available from Motor Carrier Services when at least one power unit is actively registered in the apportioned fleet.

Required Supporting Documents –

- Owner's title or validated titling application receipt
- Lease agreement when equipment is leased
- Federal Heavy Vehicle Use Tax Receipt (Form 2290) showing VIN if licensing in excess of 54,000 lbs. (not required for trailers)
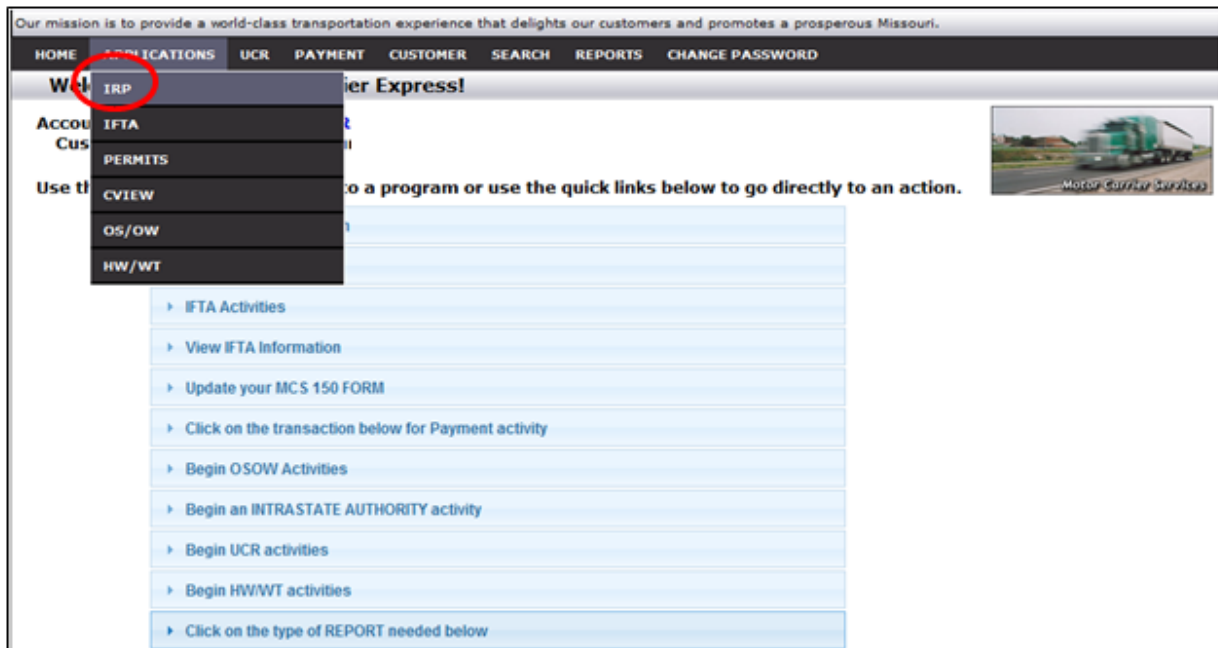
1. Log on - www.modot.org/mce

a. Enter your userID and password. Click on **SIGN IN**

2. The **Welcome to the MoDOT Carrier Express** page appears
   This page contains links and lists of various activities
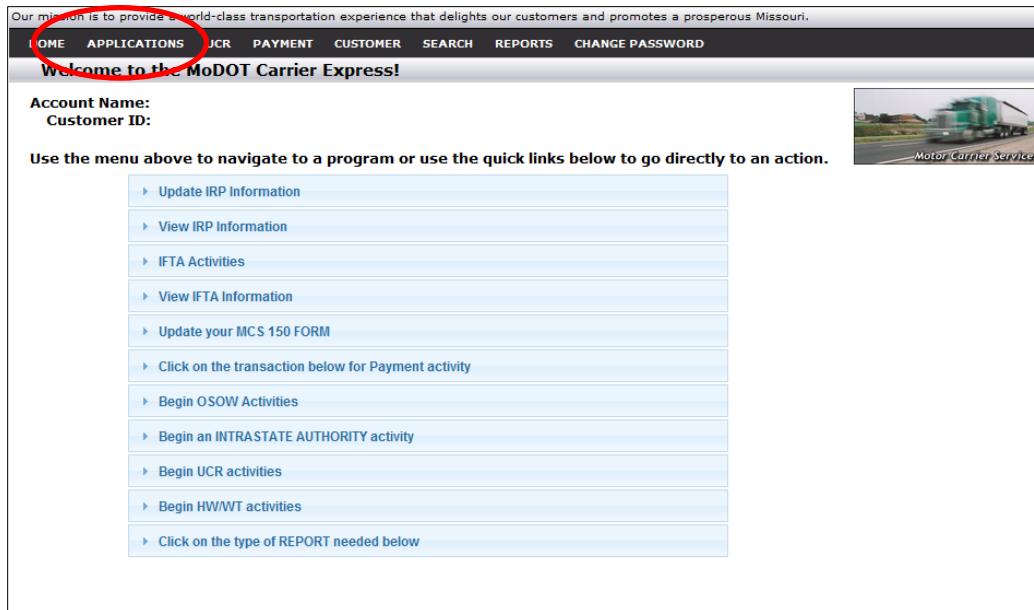
a. To proceed with your supplement, click on **APPLICATIONS**

3. Choose **IRP** from the drop down menu.

4. The **IRP Main Menu** page appears

a. Click on **SUPPLEMENT** and complete the requested screen information. Choose **ADD VEHICLE & TRANSFER**

- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed. Temporary Vehicle Registrations cannot be voided after five working days of TVR being issued.

    a. Click **SUBMIT** - Click **SUBMIT** again to confirm

5. The **Add Vehicle With Transfer (Control Screen)** appears

NOTE: This screen controls the number of vehicles to be added. The control feature verifies that a *unit* was not missed. The supplement will not be invoiced until the vehicle control number matches the number of units added with transfers. The vehicle control number may be changed if needed.

    a. In the vehicle control field, enter total number of units being added (required)
    b. Enter the VIN of the first unit (required) Do not use copy unit for the first unit added
    c. When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle in the Copy Unit box, instead of the next VIN. Enter VIN or copy unit, but not both. Adjust the data on the vehicle detail screen for the new vehicle.

6. The **Add Vehicle (Vehicle Detail)** screen appears

    a. Enter vehicle information (see next page for more information)

DEFINITIONS FOR THE VEHICLE DETAIL SCREEN

1. Unit – the number you have assigned to the vehicle
2. VIN – Enter the Vehicle Identification Number as shown on the owner's title. If you used the copy unit function, change the VIN for the new vehicle
3. Year – Enter vehicle manufacturing year
4. Make – Enter the vehicle's make by selecting from the drop down list
5. Body Style – Enter vehicle's body style by selecting from the drop down list
6. Axles – Enter the number of axles the vehicle has
7. Comb – Combined axles. The number of combined axles is automatically displayed after entering axes. Required if the vehicle is registered in Quebec, Canada. If the default is incorrect, change the number
8. Seats – Only required when the vehicle being registered is a bus
9. Fuel – Defaults to diesel. If the vehicle uses a different fuel type, select the correct type from the drop down list
10. Unladen Weight – Enter the empty weight which is the weight of the vehicle when it is empty
11. Wght Grp – Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), and click on Weight Group Selection. The list of weight groups will be displayed. To review a weight group, check the box next to it.
12. Purchase Price – Enter the price paid for the vehicle
13. Factory Price – The system provides this information based on a Factory Price Table
14. Purchase Date – The month, day and year the vehicle was purchased by the current owner
15. Leased – Click on this box if the name on the title differs from the name on the account
16. Owner – Enter the name of the current owner as shown on the title or title application
17. Title State – Using the dropdown, enter the state where the vehicle is titled
18. TVR Ind/TVR Nbr of Days – If you failed to request temporary vehicle registration at the beginning of the transaction, and wish to do so now, check the TVR box.
19. Safety Indicator – Check only if the motor carrier responsible for safety will change during the registration year.
20. USDOT – Enter the USDOT number of the motor carrier responsible for the safety of the vehicle being added
21. TIN – Enter the federal tax identification number of the motor carrier responsible for the safety of the vehicle being added.

- When all information is entered, click on **SUBMIT** - Review entries for accuracy and click **SUBMIT** again to confirm
- If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
- Once all vehicles are processed, the IRP billing screen will display

7. The **IRP Billing** page appears without invoiced amounts

a. Select a delivery option for your credentials or documents
- Fax – Sends documents/credentials to your fax number indicated – number can be changed
- Email –Sends documents/credentials to your email address indicated – email can be changed
- Preview – Sends documents/credentials to Report List (find in the REPORTS tab)

b. Clicks **SUBMIT** – fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.